

**Changes in the address label should be written below:**

Name of Enterprise: \_\_\_\_\_

Address: \_\_\_\_\_

**Main Economic Activity:** \_\_\_\_\_**Major Products/Goods or Services:** \_\_\_\_\_

ITEM OF INFORMATION	First Quarter 2005		
	January	February	March
<b>I. EMPLOYMENT</b>			
A. Total Employment			
<b>II. LABOR TURNOVER</b>			
A. Total Accessions (New Hires)			
1. Expansion			
2. Replacement			
B. Total Separations			
1. Employee-initiated			
2. Employer-initiated			
<b>III. EXISTING JOB VACANCIES</b>			
<b>IV. MAIN REASON FOR SEPARATION</b> (Indicate code as provided below)			
A. Employee-initiated			
B. Employer-initiated			
<b>CODES</b> <b>Employee-Initiated</b> A – retirement B – hired by another company C – to work abroad D – family consideration E – others, specify		<b>Employer-Initiated</b> F – lack of market G – financial losses H – redundancy I – project completion J – gross negligence K – AWOL L – others, specify	

**DEFINITION OF TERMS**

**Enterprise** - refers to an economic unit consisting of one or more establishments under a single ownership or control. It may be a complex family of legal entities or a single legal entity such as a corporation, partnership or single proprietorship.

**Main economic activity** - refers to the activity that contributes the biggest or major portion of the gross income or revenues of the enterprise, e.g. metallic ore mining, food manufacturing, retail trade, education.

**Major products/goods or services** – refer to the specific product/goods produced or service given by the enterprise, e.g. gold, ice cream, electricity, residential buildings, automotive parts, fastfood, shipping, universal banking, security agencies, private tertiary education, private hospital or motion picture production.

**TOTAL EMPLOYMENT** - refers to the number of persons who worked or received pay from the enterprise and *all its branches* during the reference period. This includes the following: 1) **Working Owners** - owners who are actively engaged in the management of the enterprise but do not receive regular pay; 2) **Unpaid Workers** - persons working without pay and work for at least 1/3 of the working time normal to the enterprise; and 3) **Paid Officials and Workers** - include full-time/part-time workers; employees on paid leaves (e.g. sick/vacation/maternity/holiday/study leave); and employees working away from the enterprise but paid by and under the control of the firm. **Excluded** are workers hired through contractor/agency.

**New Hires (Accessions)** - refer to permanent or temporary additions to employment in the enterprise due to 1) expansion of business activity and 2) replacement of separated workers and employment resulting from changes in methods/technology of production or service.

**Separations** - refer to terminations of employment due to a) quits or terminations initiated by the employees and b) layoffs or terminations initiated by the employers due to economic reasons (e.g. lack of market, financial losses, redundancy) and non-economic reasons (e.g. gross negligence, AWOL).

**EXISTING JOB VACANCIES** – refer to the number of unfilled job openings, which are immediately available for placement and for which active recruitment steps are being undertaken anytime during the reference period.

**HIGHLIGHTS OF SURVEY RESULTS**

LABOR TURNOVER RATE, NCR:  
4<sup>th</sup> Quarter 2004

Indicator	Rates
Accession Rate	7.12
Separation Rate	6.23
Percent Difference	0.89

- Accession rate at 7.12 percent slightly edged separation rate at 6.23 percent implying an employment growth of 0.89 percent.
- In absolute terms, the growth means that the workforce of the enterprises covered by this survey expanded by about 9 workers per 1,000 employed as 71 workers per 1,000 employed were hired while 62 workers per 1,000 employed were separated from their jobs due to quits or terminations.

For more information, please contact ☎ 527-3419 Fax No. 527-9324 or e-mail: [emsd@manila-online.net](mailto:emsd@manila-online.net) or [blesemsd@bles.dole.gov.ph](mailto:blesemsd@bles.dole.gov.ph).

Republic of the Philippines  
**BUREAU OF LABOR AND EMPLOYMENT STATISTICS**  
DEPARTMENT OF LABOR AND EMPLOYMENT



**LABOR TURNOVER SURVEY**  
**National Capital Region**  
**1<sup>st</sup> Quarter 2005**

**Status** \_\_\_\_\_

CERTIFICATION OF RESPONDENT	
Name/Signature: _____	
Position: _____	
Tel. No.: _____	
Fax No.: _____	
E-mail Address: _____	

Time spent in answering this questionnaire:

Specify: \_\_\_\_\_

*If questionnaire is endorsed to head office, particulars should be written below:*

Name of Head Office \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position of Contact Person: \_\_\_\_\_

SURVEY PERSONNEL	
<i>Field Personnel</i>	
Enumerator: _____	Date: _____
Area Supervisor: _____	Date: _____
<i>Bureau of Labor and Employment Statistics</i>	
Reviewer: _____	Date: _____

--

**Sir/Madam:**

Your firm has been selected to take part in the Labor Turnover Survey (LTS) of top 3,300 corporations in Metro Manila. The survey aims to generate monthly trend statistics on labor turnover as indicator of labor market activity and general business situation of the country. This information will provide policy makers and other data users a complete picture of labor demand and job turnover as inputs to decision making and policy formulation.

This survey gathers consolidated information about the enterprise and its branches, if any.

We look forward to your usual cooperation on this undertaking.

Very truly yours,

**EDITHA B. RIVERA**  
OIC, Director

Your completed form remains **confidential** to this office and will be strictly for statistical purposes.

Please accomplish this form within five (5) working days after receipt thereof. Our field interviewer assigned in your establishment will pick up the accomplished form after the said period. You may send your accomplished questionnaire via **TELEFAX: 527-9324/527-5506** or **E-mail - emsd@manila-online.net** or **blemsd@bles.dole.gov.ph**.

Your completed form remains confidential to this office and will be strictly for statistical purposes.

Please accomplish this form within five (5) working days after receipt thereof. Our field interviewer assigned in your establishment will pick up the accomplished form after the said period. You may send your accomplished questionnaire via **TELEFAX: 527-9324/527-5506** or **E-mail - emsd@manila-online.net** or **blesemsd@bles.dole.gov.ph**.